

SENIOR OPEN SPACE INSPECTOR

DEFINITION

To review, assign, and perform field and office work in the area of open space inspections; supervise and monitor the daily workload of Open Space Inspectors; to provide for training and supervision of assigned staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The senior level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and it is distinguished from the journey level in that the latter does not have supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assign, monitor, and review the daily workload of Open Space Inspectors; assist in the overseeing and the coordination of the City's Open Space Program.

Supervise the daily inspection and monitoring of landscape contractors by staff for compliance with contracts associated with the City's Open Space districts.

Implement training programs for staff related to landscape and grounds maintenance.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as directed.

Supervise the water management controls of open space districts; review water bills; compare and analyze consumption rates; conduct field inspections of heavily used water meters; review and modify irrigation and fertilization schedules.

Perform general inspections of open space landscapes and irrigation systems; conduct field inspections to verify contractor's application of required materials and invoices; assist staff in correcting problems resulting from inspections.

Ensure smooth turnover of new open space areas from developer to the City.

Review plans and specifications of new and/or renovation projects for conformance to City Standards.

Develop planting and irrigation renovations projects for each open space district.
Assist in developing budgets for new areas and assist in the preparation of contract documents.

Receive and resolve customer complaints and contractor issues; respond either in writing or by telephone.

Research and prepare technical and administrative reports related to the open space section; keep accurate files and records using a computer.

Attend and participate in public and homeowner's meetings regarding open space district matters; provide information and address any issues or concerns.

Attend walk-through inspections of new open space districts.

Respond and resolve encroachment issues by property owners abutting city open space areas or private contractors.

Operate City vehicles skillfully and safely; secure worksites from traffic hazards as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Principles, practices and planning of landscape design, landscape maintenance, horticulture and local ecosystems.

Principles and practices of supervision, training and performance evaluation.

Practices and techniques of planning and inspecting landscape maintenance contracts.

Horticulture and turf management, water management, and irrigation systems.

Native and indigenous botanical species.

Irrigation systems, programming and scheduling.

Pertinent rules, laws, and policies related to area of assignment.

Computer equipment and software applications related to assignment.

Safe work methods and safety regulations pertaining to the work.

English usage, spelling, grammar, and punctuation.

Ability to:

Create and operate water management systems.

Utilize evapotranspiration rates, precipitation rates, crop coefficients and distribution uniformity rate to establish irrigation programs.

Plan, organize, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Perform field inspections; read and interpret landscaping plans.

Use initiative and sound independent judgment within established guidelines; formulate creative solutions to complex issues, situations and problems.

Read, interpret, and follow pertinent rules, laws, and policies relative to area of assignment.

Perform work in accordance with safety regulations, guidelines, and practices.

Drive City vehicles observing legal and defensive driving practices.

Operate computer equipment and software applications related to assignment; keep work related records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible experience in inspection and supervision of landscape management projects preferably in a municipality, including two years of lead/supervisory experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in biology, botany, horticulture or a related field .

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis sit, walk, stand, bend, kneel, crouch or stoop, for varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder, and balance on uneven terrain when in the field; verbal ability to communicate in person, use a two-way radio, and use a telephone; lift or carry weight of 50 pounds or less. See in the normal vision range with or without correction to read and interpret complex data and contract specifications and maps; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances; work in confined spaces or trenches on slippery or uneven surfaces.

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